

Lebanon Board of Finance
Minutes of October 16, 2012

Regular Meeting

Members present: Liz Charron, Chairman, Glen Coutu, Vice Chairman, Donald Anderson, Greg Lafontaine, Betsy Petrie, and David Scata

Alternates present: Diane Malozzi, Edward Tytor

Janet Tyler Superintendent of Schools, Board of Education members Darcy Battye, Donna Skaats

Veronica Calvert, Town of Lebanon Finance office

Darcy Battye, Senior Center Coordinator

Trooper Southworth

Member of the Press

Item A. Call to Order

The meeting was called to order at 7:00 p.m. by L. Charron. Liz thanked Veronica for putting the agenda and packet together. Liz announced to members if the wish to have copies of the materials printed for them to let Veronica know and she will provide. Also if there are topics for the agenda to let Veronica.

Item B. Review and Consider Accepting Minutes of previous Meetings

Glen Coutu made a motion to accept the minutes of September 18, 2012 Regular Meeting minutes. Seconded by Donald Anderson. Motion passed unanimously.

Glen Coutu made a motion to accept the minutes of September 24, 2012 Special Meeting minutes. Seconded by Donald Anderson. Motion passed unanimously.

Item C. Correspondence

None

Item D Monthly Expenditures

TOWN

Veronica Calvert distributed the monthly Expenditure Report as of 9/30/12. Clark Road authorized over expenditure was added to the notes column. Greg Lafontaine requested the date of minutes when approved be added to the Excel spreadsheet also. Veronica will do this. Burning Officials #424 the percentage remaining looks incorrect. Veronica will adjust. Are any more payments expected to be made from Switchboard #449? Veronica will research. All departments, boards and commissions have received their quarterly reports for FY 13. They have until October 30 to get back to Veronica with any changes. Selectmen #401 seems to have a larger amount expended and it was identified as some dues payments that occur early in the fiscal year.

Board of Education Monthly Budget Status Report as of September 30, 2012 were distributed by Superintendent Janet Tyler. Enrollment figures as of October 1, 2012 were also distributed. Enrollment in Pre K has increased by 13 since this report. Enrollment figures from June were discussed. Possible partnership with Windham was discussed. See attachment for enrollment and BOE budget

Revenue

List of YTD Revenues for FY 2012 as of September 30 was distributed. Only need Revenues and TIP reports quarterly unless there is action expected by the Board of Finance.

Greg Lafontaine made a motion to authorize payment of \$500.00 to Beth Pite Consulting to be charged to Board of Finance account code. Seconded by Betsy Petrie. This was approved previously to expend up to \$1000.00 with the cost to be shared with Board of Education. Motion passed unanimously.

Item E Subcommittee Updates:

Capital had nothing to report.

Policies and Procedures did not meet.

Investment did not meet.

Item F New Business

1. Consider and act on the Resident State Trooper's request to restore \$10,000.00 to the Police Services FY 2013 budget, Department 420

Break out of budget was distributed. Comparison of last four fiscal years hours and salary of police officers was distributed. Trooper Southworth reported that the difference between 2012 and 2013 hours was due to one of the officers being at training for 10 weeks, and 2 weeks for vacation. Another officer had worked limited hours. Don't know what overtime for Trooper Southworth will be for this year. This may be charged back through Troop K. The \$450.00 for longevity is the twice yearly payment that all state workers receive.

Trooper Southworth stated that he wants to have the hours go to the 2612 for the \$10,000 rather than the present amount of hours of 2201. Trooper Southworth indicated that the department does a lot of speeding enforcement, that the last time he was at the BOF he reported that there were over 800 incidents of a request for service in Lebanon. Some funds for tickets come back to the town and its possible that the BOF could look at that for the future budget year.

BOF issued concerns about being early in the budget year to consider adding funds to budget for the purposes of increasing hours. Other departments did not have any hours increased during the past fiscal year.

David Scata noted that Trooper Southworth has provided the information that was requested. We can allocate funds, we can track the hours through the year and then reallocate funds. Liz Charron noted that there is revenue that was not budgeted for. It would be about 42 hours on average of patrol time per constable for the increase to 2,600 hours.

Greg Lafontaine stated this could be looked at after the first of the year.

No action taken.

Item F New Business (continued)

#2 Consider and act on creating Fund accounts for Fixed Assets, Debt, Grants, Permanent Trust Funds, and Private Purpose Funds

Veronica reported that the auditor requested that funds be set up that equals the financials in the Financial Statement. Examples were given by Veronica. Funds would have to be named. Fixed Asset Fund should be set up for Capital Equipment, and Grants. Following discussion it was decided to discuss with the auditor exact wording for account names, and to discuss at next meeting. Veronica will also research fixed asset inventory for Town and Board of Education.

#3 Consider and act on request from Senior Center to purchase an emergency shelter generator

Darcy Battye, Senior Center Coordinator stated that she does not have a quote for the generator as of yet but is expecting one. Would like to have the Senior Center be a shelter during outages. People with oxygen, battery packs could use the Senior Center. It could also be an addition to the high school shelter with shower facilities, cell phone charging, feed people, rest and sleep overnight. Discussion on what would fund the generator purchase. Intent is to use the Emergency Preparedness Fund but this decision is up to the Board of Finance. Will have to have input from the Board of Selectmen. What size generator that would be needed was discussed.

#4 Consider and act on next steps from joint session with Board of Education

A draft proposal for a Strategic Study Committee for the school district was distributed. Liz suggested that a couple of people from Board of Finance and a couple from Board of Education work together to outline the objective for the Study Committee. The committee would be established by the Board of Selectmen. It was suggested that the BOE put together a planning committee that would encompass both school, finance, towns people to determine the strategic plan for the schools. The Study Committee should be formed by the Board of Education. Comparisons with other districts and replacement of the revenues that the Town has lost that has been absorbed by the taxpayers.

For this upcoming budget season, it was discussed that the BOF hold a joint session with the Board of Education when the finance subcommittee of the BOE was ready to present their budget proposal. This would permit questions to be asked by the BOE and the BOF and then follow up at another meeting. Time frames will have to be worked out.

#5 Information on ACO for FY 09 through FY 13, Fund 205

Veronica reported that she went back over previous years ACO budget and identified where the discrepancy was with the budget for ACO. There was a mis-posting in first quarter of FY 12. Auditor will have to adjust this. Veronica will report back once FY2012 has been adjusted.

#6 Information on WPCA Amston Lake sewer project

A weekly teleconference is held every Friday. Veronica reported that the bond closing was held October 3rd. Once expenditures reach 5.1 million would be eligible for a 1.4 million grant from USDA. Would put the paperwork in at that point for the 5.1 million loan. Frequency of assessment fees needs to be discussed and what interest rate would be. User fee collections and maintenance needs to be

discussed. Operating Fund needs to be set up. Figures will be needed for budget preparation. WPCA will be invited to December meeting to provide information.

#7 Information on FY 2012 auditor fieldwork

Auditor has begun the audit this week. Information requested has been provided.

#8 Information on Lease purchase agreement for Public Works Equipment

Lease agreement has been reviewed for the acquisition of 3 pieces of equipment. Interest rate was 3.65%. A down payment may be made on the purchases. Legal fees are not known at this time but Veronica will inform us.

Betsy Petrie made a motion to adjourn the meeting. Motion was seconded by Gregg Lafontaine. Meeting adjourned at 9:18 p.m.

Respectfully Submitted,

Kathleen E. Chapman

Board of Finance Clerk